

# FILING OF ATTORNEY RENEWAL FORM AND PAYING FEES ONLINE

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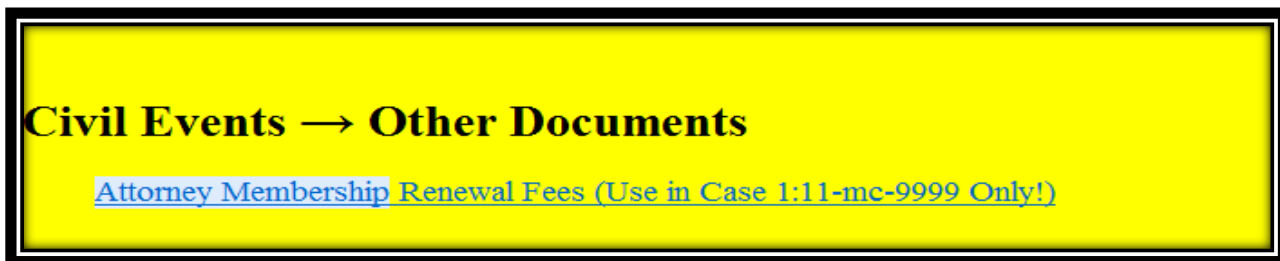
## INTRODUCTION:

- You must go to the Court's website at [www.dcd.uscourts.gov](http://www.dcd.uscourts.gov).
- Log into your ECF Account at <https://ecf.dcd.uscourts.gov>,
- Click on UTILITIES,
- Click MAINTAIN YOUR ADDRESS.
- After updating your information or confirming that it is accurate, complete the attorney renewal form at
- <http://www.dcd.uscourts.gov/dcd/sites/dcd/files/atty-renew.pdf>
- Save as a PDF document on your desktop to be uploaded later.

NOTE: If you cannot update your information, email Sherryl\_T.\_Horn@dcd.uscourts.gov. [You must use the ECF Login and Password that was obtained from the Court to pay fees online. ONLY registered ECF Users can renew their fees online with a credit card.]

Please read these instructions thoroughly.

1. Go to Civil on the Blue Menu Bar and click on Other Documents



2. Choose the Event Attorney Membership Renewal Fees (Use in Case 11-mc-9999 ONLY)



3. Enter case number 1:11-mc-9999 in the block and click submit.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar is a yellow header area with the text 'Other Documents'. The main content area is white and contains a section titled 'Civil Case Number or Numbers'. Inside this section is a text input field containing the case number '1:11-mc-09999'. Below the input field are two buttons: 'SUBMIT' and 'Clear'.

4. After submitting, attach the attorney renewal form in PDF Format as the main document. A copy of the renewal form is included at this tutorial.

The screenshot shows the ECF interface after the case number has been submitted. The page title is 'Other Documents'. Below the title, the case number '1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES' is displayed. A red instruction reads: 'Attach the Attorney Renewal Form in PDF format on this screen as the main document.' Below this, a black instruction reads: 'Select the pdf document and any attachments.' The 'Main Document' section shows a text input field containing the file path 'C:\Users\burgessj\Desktop\atty-renew.pdf' and a 'Browse...' button. Below this is a table with three columns: 'Attachments', 'Category', and 'Description'. The table has one row with the number '1.' in the first column, a text input field with a 'Browse...' button in the second column, a dropdown menu in the third column, and a text input field in the fourth column. At the bottom of the page are 'SUBMIT' and 'Clear' buttons.

5. This screen is a reminder regarding your information and you will be prompted on the next screen to certify that you have done so. Click submit if you have confirmed your information.

**Other Documents**  
[1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES](#)  
**You must verify your current information before making your renewal payment.**  
**To verify your information, click on utilities: Maintain Your Address.**  
  
If your name is linked to a law firm, you will not be able to change your information in CM/ECF.  
Print the information screen, make changes, and email copy to Attorney Admissions at [Sherryl\\_T.\\_Horn@dcd.uscourts.gov](mailto:Sherryl_T._Horn@dcd.uscourts.gov)

6. Enter your bar number and indicate whether the information was correct or incorrect by choosing the applicable radio button. After you complete the information, click submit.

**ECF** **Civil** **Criminal** **Query** **Reports** **U**

**Other Documents**  
[1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES](#)  
  
Attorney Bar Number:   
  
Was your information correct or incorrect?  
☒ Correct  
☐ Incorrect - I emailed the corrected information to the court  
☐ Incorrect - I corrected information on-line

7. This screen displays the fee amount that you will pay. Click submit.



ECF Civil Criminal Query Reports Utilities Search

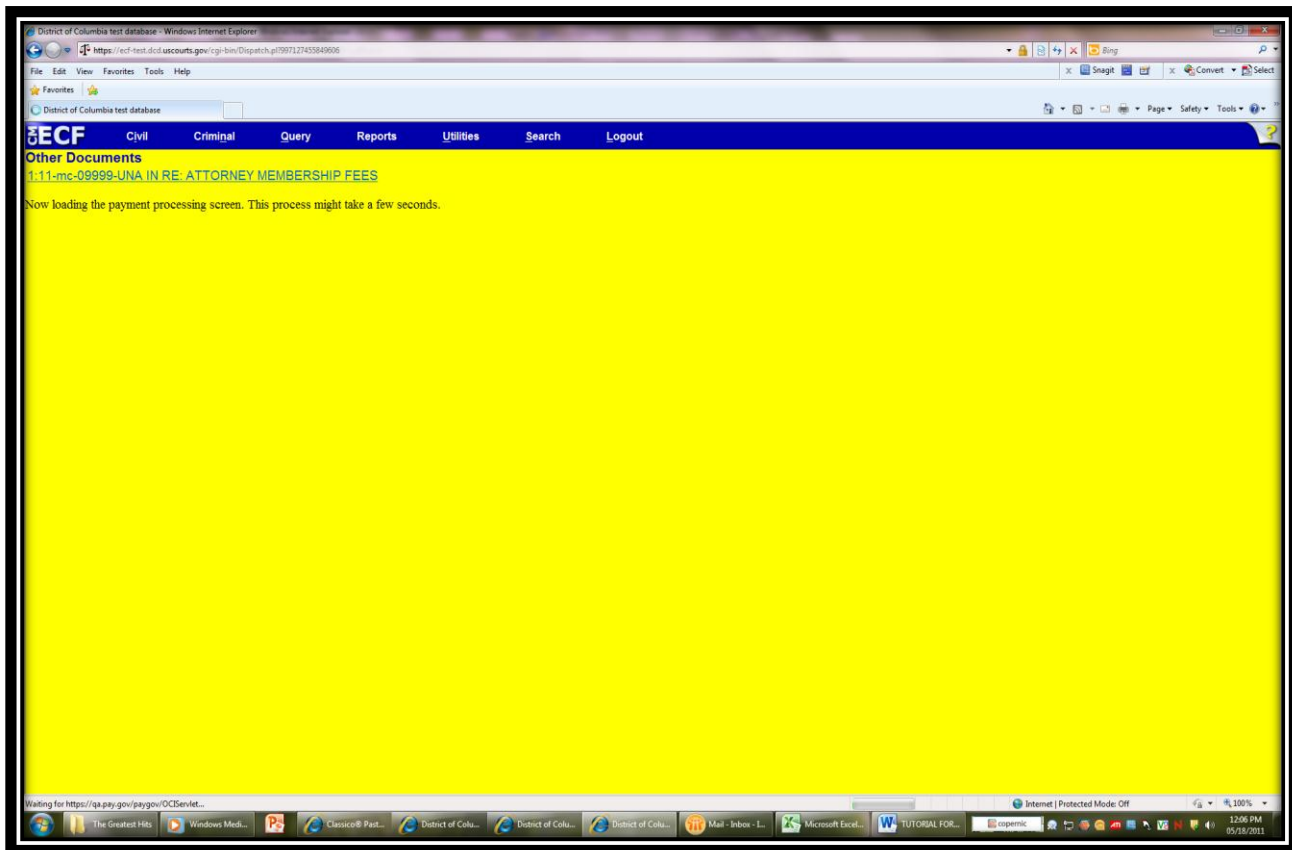
Other Documents

[1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES](#)

Fee: \$25

SUBMIT Clear

8. After clicking submit, a short message will appear-“Now loading the payment processing screen.” This process may take a few seconds. **Please wait** until the next screen appears.



9. When the online payment screen is displayed, complete all boxes that have a **red asterisk** with information related to the filer's name and address. Choose either Option 1 or Option 2 for payment. Click continue with the either ACH Payment or Continue with Plastic Payment after all information has been entered.

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$25.00

Account Type:  \*

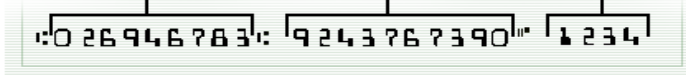
Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number



Payment Date: 05/19/2011

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$25.00

Billing Address:  \*


Billing Address 2:

City:

State / Province:  \*

Zip / Postal Code:

Country:  \*

Card Type:  \* 

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

10. Review the information on this screen and if there are any mistakes, click "Edit the Information." If you wish to have a confirmation of the transaction, type in the email address in both blocks below. Finally, make sure to check the box authorizing the charges. Once completed, click [Submit Payment] to continue.

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary

[Edit this information](#)

Address Information	Account Information	Payment Information
<div>Account Holder Name: atty20</div> <div>Billing Address: 333 Constitution Avenue, NW</div> <div>Billing Address 2:</div> <div>City:</div> <div>State / Province:</div> <div>Zip / Postal Code:</div> <div>Country: USA</div>	<div>Card Type: Visa</div> <div>Card Number: *****1111</div>	<div>Payment Amount: \$25.00</div> <div>Transaction Date 05/17/2011 and Time: 15:07 EDT</div>

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐

\*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

11. If you requested email confirmation, it will be sent from the [paygovadmin@mail.qa.twai.gov](mailto:paygovadmin@mail.qa.twai.gov) email address.

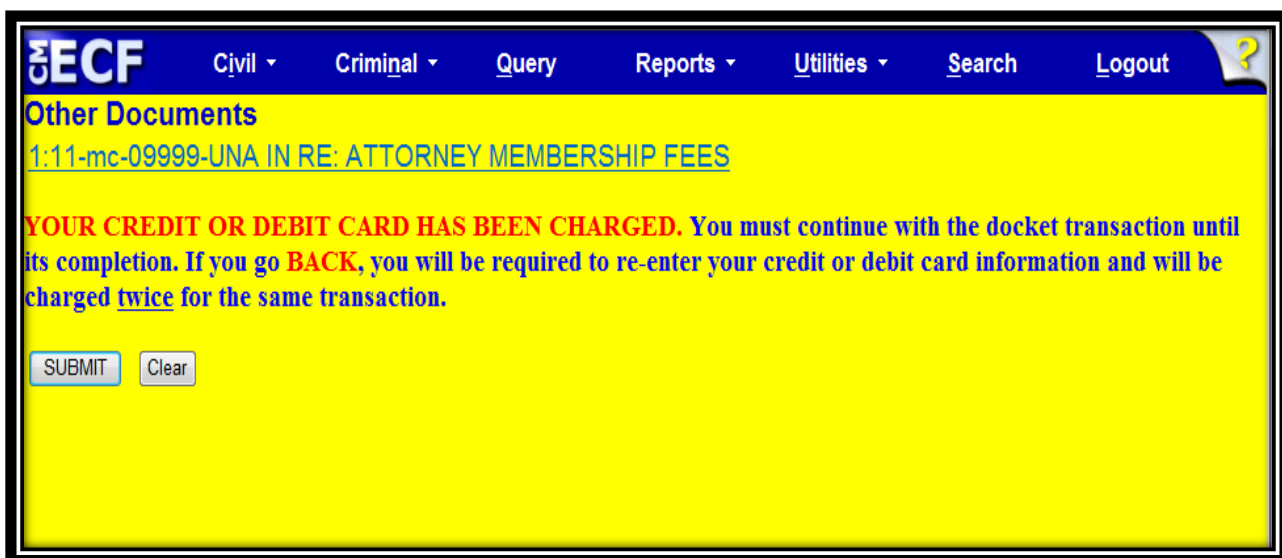
12. The payment may take a few seconds to process and you will be advised of it.



13. Once the request has been processed, the credit card has been charged. **The process cannot be aborted at this step. The transaction must be continued until its completion.**

**NOTE:** If the back button is pressed, the user will be required to re-enter the credit card information and be charged twice for the transaction. You will get a warning regarding this transaction on the next screen.

14. After noting the warning and that your card has been charged, click submit.



15. The screen below is a confirmation that you are submitting your fees in the correct case number. If the information is correct, click submit. At this point, your credit card has been charged.



ECF Civil Criminal Query Reports Utilities

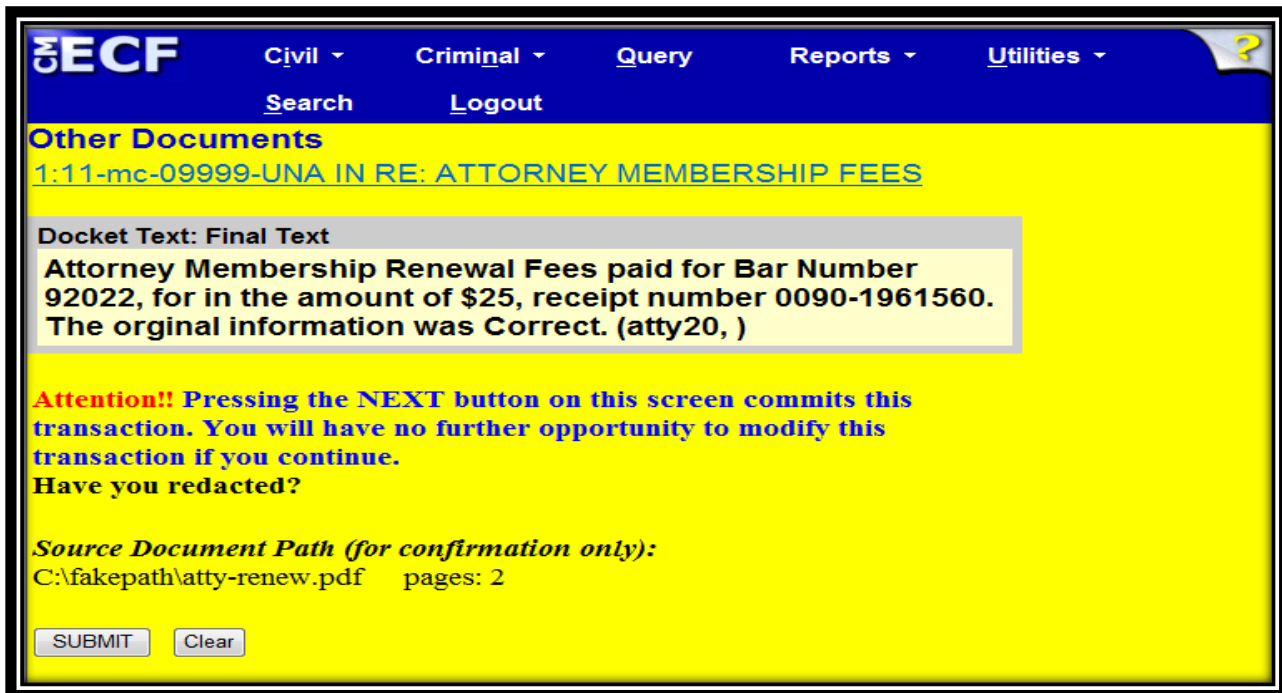
Search Logout

**Other Documents**

[1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES](#)

SUBMIT Clear

16. This screen commits the transaction and submits your renewal form. Click submit.



ECF Civil Criminal Query Reports Utilities

Search Logout

**Other Documents**

[1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES](#)

Docket Text: Final Text

Attorney Membership Renewal Fees paid for Bar Number 92022, for in the amount of \$25, receipt number 0090-1961560. The original information was Correct. (atty20, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

Source Document Path (for confirmation only):  
C:\fakepath\atty-renew.pdf pages: 2

SUBMIT Clear



17. If you get the screen below, you have successfully renewed your membership and paid your fees. NOTE: If you do not get a receipt number, your fees have not been paid and you MUST contact the court.

ECF

Civil Criminal Query Reports Utilities Search Logout

Other Documents

[1:11-mc-09999-UNA IN RE: ATTORNEY MEMBERSHIP FEES](#)

U.S. District Court

District of Columbia

Notice of Electronic Filing

The following transaction was entered by atty20, on 5/17/2011 at 3:36 PM and filed on 5/17/2011

Case Name: IN RE: ATTORNEY MEMBERSHIP FEES

Case Number: [1:11-mc-09999-UNA](#)

Filer:

Document Number: 1

Docket Text:

Attorney Membership Renewal Fees paid for Bar Number 92022, for in the amount of \$25, receipt number 0090-1961560. The original information was Correct. (atty20, )

1:11-mc-09999-UNA Notice has been electronically mailed to:

1:11-mc-09999-UNA Notice will be delivered by other means to::

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:suppressed

Electronic document Stamp:

[STAMP dcecfStamp\_ID=973800458 [Date=5/17/2011] [FileNumber=2308912-0]  
[85c8869fce189c8acf61712961a3aeacb2b872dcd0c6d593364815d0d9bb937eadd  
db6512e2991a8fe760fee305f7fb76b40159886757e01411617e0c6c0275]]